

## **Minutes of the Executive Committee**

**September 21, 2009**

Chair Dwyer called the Executive Committee meeting to order at 8:30 a.m. and led the committee in the Pledge of Allegiance.

### **Executive Committee Members Present:**

Jim Dwyer  
Pat Haukohl  
Bonnie Morris

Duane Paulson  
Tom Schellinger  
Fritz Ruf

Dave Swan

### **Also Present:**

Director of HHS Peter Schuler  
Legislative Policy Advisor Ann Olson  
Director of Administration Norm Cummings  
Information Technology Manager Mike Biagioli  
Sarah Mallard (Waukesha Freeman)

Chief of Staff Mark Mader  
Budget Management Specialist Linda Witkowski  
Legislative Policy Advisor Dave Krahn  
Register of Deeds Jim Behrend  
Veterans Service Officer Tom Ludka

### **Correspondence**

Dwyer distributed and reviewed the list of correspondence. Supervisors may request copies of listed items from Jicha.

### **Approve Minutes of August 17, 2009**

MOTION: Ruf moved, Swan second, to approve the minutes of August 17, 2009. Motion carried 7-0.

### **Legislative Update**

Krahn said the Assembly passed OWI legislation making first offense OWIs with a child 16-years-old or younger in the car a criminal charge. Elements in the bill could be problematic for county taxpayers. An increase in the beer or liquor tax could be used to deal with these costs. The county may want to write a resolution in support of this increased tax. The small claims legislation being considered at this time could be problematic. The Clerk of Courts is reviewing it to see where Waukesha County stands.

### **Review, Discuss and Consider 2010 – 2014 Capital Projects Plan Relative to Information Technology and County-Wide Technology Projects (Items 40-46)**

Item 46 Register of Deeds Tract Index – Biagioli said this project has a change of scope and additional money. The county put out an RFP seeking a replacement tract index system. A system was found that meets the current and future needs of the county and will be functioning by the end of 2010. The additional funding request is for the evaluation and possible replacement of the existing online system currently used by the county. Analysis of the online system will follow the implementation of the base tract index system and allow citizens to purchase deed information online. Behrend explained how the current online system works and some of its limitations. He said a new online system will earn revenue for Waukesha County because it is so user friendly. Fewer staff will be needed to maintain the system.

Biagioli said the tract index system was supposed to be in place in 2008 but negotiations were pushed back into 2009. Because Manatron's quote was outside of the budget when analysis of the RFP was done, they were asked to redo it so the product would be within our price range. Manatron would have preferred to rebid the online module separately for a higher price. The online module could be in place in 2010. Cummings said the tract index system was delayed due to the countywide cashing project. The online module will provide a great return on investment.

Schellinger asked how often is the software used? Behrend replied he estimates 100 to 150 walk-in customers per day. The title companies pay \$8K annually and online customers pay per search to have

access to this data. Cummings said there is a tax levy component to this and we want our money back. The new module will keep the parking lot less full and the Register of Deeds Office less busy.

Haukohl said an added feature of this software makes online document searches faster and more user friendly. She does not see how it would bring in more money. It uses tax levy to make the task easier for citizens. Biagioli said a face-to-face transaction costs just under \$28 while an online one costs less than five cents. The more people who transition to the online service will create a direct savings. It also provides a huge time savings.

Olson asked how will you market the new program? Behrend said the county has an online product now. Milwaukee County's online system is easy to use and works really well. Olson suggested that once it is working well it should be marketed. Behrend said he could see revenues from people who normally would not come into the courthouse using the online service. Paulson said they will not need to advertise. Those in the business will know and citizens will find it if they go online.

Paulson asked how much money will this save? Behrend said he cannot predict that at this time. Cummings said staff will not need to be added when the online service gets busy. He estimates positions will go away through attrition. Behrend said the Manatron system will provide all sorts of savings and the way business is done in his office will change.

Item 40 Update & Integrate CRTM Technology – This project would update and integrate the sound presentation, video presentation, internet/web services, digital court recording, videoconferencing, electronic court case management, and teleconferencing technologies in all circuit courtrooms and hearing rooms in the courthouse and Juvenile Center. Seventeen areas will receive upgrades. The project will create an environment that integrates currently available and future technologies that could improve the presentation of legal information and access to legal tools in all types of cases and participants. It will also expand availability and use of remote video-conferencing as recommended in the Prisoner Movement Study or digital recording technologies anticipated to create business efficiencies, which will have a positive impact on costs. Lastly, the project will incorporate equipment designed to take advantage of “smart” IP web enabled equipment, which can be managed remotely by fewer persons needed to efficiently coordinate or troubleshoot services.

Biagioli said IT's role in this project is advisory. As the courts review their technical requirements, they ask IT to oversee the projects from a county network point of view. It is a good time to look at systems and wiring closets when courtrooms are upgraded to make sure they can handle current and future technology.

Haukohl asked is this tied to the courthouse study? Will the technology be portable and travel with possible future courthouse plans? Biagioli said the only thing not replaceable during renovation is the physical cable. All the components, routers, control panels, project equipment, etc. will be portable. Cable is not expensive at 8 to 10% of the project cost but labor is.

Item 42 IT Infrastructure Upgrade Wiring Closets – This project will upgrade the county's wiring closets supporting the network infrastructure. As data throughput requirements have increased, the network capacity has not kept pace. It is anticipated that within the next two years the demand for more capacity will require a significant increase in the network, specifically as it relates to wiring closets. The closets will be evaluated to determine what upgrades will be required to support the county into 2015. Accomplishing the upgrades will also prepare the county for a transition to VOIP for the telephone system. IT is working with facilities to eliminate duplication and coordinate the best time to upgrade a wiring closet.

Item 43 E-Document Management & Archival – Biagioli said this project is as planned and the bulk of the work will be done in 2009-10 to get the system in place. The project will implement an environment to manage email archival and retrieval function. The current system lacks easy retrieval of emails and does

not force deletion of sent or received emails. The new email archival solution would allow each user to retain emails outside the email system and set up automated destruction time frames matched to the county's records retention policy, while allowing the system to manage the process. Cummings said this project has a major training component. Employees will learn how to file and deleted documents according to a schedule and rules.

Item 44 Time and Attendance System – Cummings said the system currently used by the county, Ceridian Time and Attendance Professional is coming to the end of its life cycle and its vendor has shifted development to a new product. This project would evaluate whether the county should continue with an upgraded version of the existing application, change to a different application from the same vendor or acquire a product from a third party. The time and attendance system will be implemented in 2010 after going out for an RFP. The schedule will be tight because staff working on this project will be needed to work on another project afterward.

Item 45 Financial Ops & Mgmt System – Cummings said the same people involved in upgrading item 44 will be needed for this project. Cummings gave a history of the financial operations systems used by the county. Consultants conducted a detailed financial system review of the county's overall financial systems environment and provided a strategy for improving the financial management processes and exploring available technologies. The outcome of the review was a recommendation that the county migrate from the "Tier 1" Oracle Government Financials to a more cost efficient "Tier 2" financial application suite. The study identified ways the county could change the way it does business to make the change to a new system easier.

Haukohl said the project sheet should say that this project will go live in 2013. Will more money be needed to complete the project? Cummings said the consultant provided an estimated budget reflecting inflation.

#### **Discuss and Consider Resolution 164-R-006: Support for Merging the Aging and Disability Resource Center, Health and Human Services and Veterans Services Departments**

Schuler said the county executive requested the three departments look for ways to realign into one as a means to do better and more efficient business especially as plans are developed for a new HHS building. The departments are currently in the same building. Veterans Services and ADRC staff have been working together more intensively than before. The Veterans Services Officer and the ADRC Director would become part of the HHS management team. Many of the initial changes that would occur with the realignment would be backroom support functions such as payroll, budget support, fiscal reports, phone answering coverage, fiscal management, etc. Both the ADRC and Veterans areas need to remain separate functioning areas. Each area is a business unto itself. Schuler distributed a flow chart showing the proposed organizational chart. The department works as a management team rather than a military pyramid structure.

Paulson explained the HHS Committee's amendment of the resolution. The committee amended the resolution by adding the following line:

*"...placing the Aging and Disability Resource Center and the Veterans Services Department Under the Health and Human Services Department..."*

He said the committee preferred the word "under" to "merger". The committee voted 7-0 on the amendment and 6-1 on the resolution. Paulson said he is very concerned that Veterans Services remain independent. We need to monitor this to make sure it works right.

MOTION: Paulson moved, Ruf second, to approve Resolution 164-R-006.

Haukohl said this is a perfect and appropriate time to evaluate merging departments to help design and build the new HHS building. She agrees with Paulson that veterans need to be kept separate. Regarding the amendment to the resolution, she would have preferred placing the departments “within” rather than “under.” Olson agreed with Haukohl’s suggestion regarding “within” and “under.” The HHS Committee was confused by the word “merger” in the resolution. Haukohl said she would attempt amend this resolution on the board floor.

Motion carried 7-0.

**Discuss 2010 – 2014 Capital Projects to be Agendized for Further Discussion and Consideration at the October 5, 2009 Executive Committee Meeting**

Items 5, 7, 8, 30 and 34.

**Discuss and Consider Resolution 164-R-005: Adopt Five-Year Capital Projects Plan**

This item was not considered.

**Committee Reports by Committee Chairs for the Following Meetings:**

Finance – August 19 & September 2 & 16, 2009 – Haukohl said at the August 19 meeting the committee reviewed the six-month investments and special revenue funds reports. At the September 2 meeting, they reviewed the six-month proprietary funds and general funds Reports. At the September 16 meeting, the committee reviewed several capital projects including capital project revenue sources and approved the Best Property Acquisition.

Public Works – September 10, 2009 – Swan reported that the committee approved a bid for Waukesha County Law Enforcement Center Cooling Tower Project and Ordinance 164-O-042. The committee also reviewed capital projects relative to Public Works buildings and highways and the airport.

Judiciary – September 11, 2009 – Morris said at this meeting, the committee heard an update on the 180° Juvenile Diversion Program by Stephanie Sutton and reviewed capital projects relative to the courts, emergency preparedness and appropriate building projects.

Land Use – August 18 & September 15, 2009 – Ruf said at the August 18 meeting, the committee approved Ordinance 164-O-037 and discussed Park and Land Use and Public Works Coordination. On September 15, the committee approved Ordinance 164-O-041 and reviewed capital projects relative to Parks and Land Use.

Personnel – September 15, 2009 – Schellinger said the committee approved Ordinance 164-O-044 and Resolution 164-R-006 and had an update on grant/sunset positions.

HHS – September 10, 2009 – Paulson said the committee approved Resolution 164-R-006 and Ordinance 164-O-043. They also discussed economic support fraud and the eliminated fraud investigator position and heard an update on the HHS building capital project, #200615.

MOTION: Swan moved, Ruf second, to adjourn the meeting at 10:48 a.m. Motion carried 7-0.

Respectfully submitted,

Bonnie J. Morris  
Secretary